

# Internships

## **PROGRAM DESCRIPTION**

**An internship is a short term and usually part-time worksite learning assignment for a job seeker that needs to enhance their work readiness or occupational skills.**

### **HOW WILL INTERNSHIPS BENEFIT ME?**

At no cost, employers have the opportunity to train potential employees exactly to their specifications. DWS may pay the trainee a stipend and cover medical worker's compensation costs if incurred.

Employers are encouraged to evaluate the arrangement at the end of the training period to determine whether a more permanent placement is appropriate. Either way the trainee will have gained valuable skills and experience that will enhance their ability to find and retain employment. This benefits the employer, the trainee and the community.

### **WHAT ARE MY RESPONSIBILITIES?**

As an employer, you will be responsible for helping the trainee upgrade their skills according to an agreed upon outline developed. In addition, you will also be responsible to provide progress reports and track hours of participation. DWS will take care of the rest.

Note: A trainee must not displace a current employee.

### **HOW LONG IS AN INTERNSHIP?**

The training time varies depending upon the trainee's situation. A training outline will be developed based on the needs of the employer and the trainee. This outline will reflect the work readiness, occupational skills and work experience needs of the trainee.

### **WHAT KIND OF REFERRAL MAY I EXPECT?**

The eligibility of the trainee is determined by DWS according to state and federal law. Trainees may include unemployed, under employed or employed workers who need to upgrade their skills, and workers entering the workforce for the first time.

Employers who offer internships provide these job seekers an opportunity to improve or upgrade their skills in a workplace setting, among successful employees.

### CONTACT INFORMATION

FOR MORE INFORMATION, PLEASE CONTACT YOUR LOCAL EMPLOYMENT CENTER:

#### Employment Centers

American Fork	(801) 492-4500
Beaver	(435) 438-5498
Blanding	(435) 678-1400
Brigham City	(435) 734-4060
Cedar City	(435) 865-6530
Clearfield	(801) 776-7800
Delta	(435) 864-3860
Emery County	(435) 381-6100
Fillmore	(435) 743-5304
Heber	(435) 654-6520
Junction	(435) 577-2443
Kanab	(435) 644-8910
Loa	(435) 836-2406
Logan	(435) 792-0300
Manti	(435) 835-0720
Midvale	(801) 567-3800
Moab	(435) 719-2600
Monticello	(435) 587-2015
Nephi	(435) 623-1927
Ogden	(801) 626-0300
Panguitch	(435) 676-8893
Park City	(435) 649-8451
Price	(435) 636-2300
Provo	(801) 342-2600
Richfield	(435) 893-0000
Roosevelt	(435) 722-6500
Roy	(801) 776-7200
Salt Lake City (Downtown)	(801) 524-9000
Salt Lake City (Metro)	(801) 536-7000
South County	(801) 269-4700
South Davis	(801) 298-6600
Spanish Fork	(801) 794-6600
St. George	(435) 674-5627
Tooele	(435) 833-7310
Vernal	(435) 781-4100
West Valley	(801) 840-4400



#### Department of Workforce Services

140 East 300 South Salt Lake City, Utah 84111 1-888-920-WORK [jobs.utah.gov](http://jobs.utah.gov)

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Auxiliary aids and services are available upon request to individuals with disabilities. Call (801) 526-9240. Individuals with speech and/or hearing impairments may call the state relay by dialing 711. Spanish Relay Utah: 1-888-346-3162.